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micrographics priority meetings?

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MICROGRAPHICS ORIENTATION

15 DECEMBER 1986

*7 Jan
9:15 wed*

I. REVIEW OF CURRENT APPROVAL PROCESS

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- A. Current approval process (schematic)
- B. AMO responsibilities
- C. P&PD responsibilities

II. AMO FACTORS INFLUENCING P&PD

- A. Priority
- B. Desired turnaround
- C. Amount
- D. Frequency

III. P&PD FACTORS INFLUENCING AMO

- A. Capability
- B. Capacity
- C. Feasible turnaround

IV. REVIEW OF CURRENT FORMS

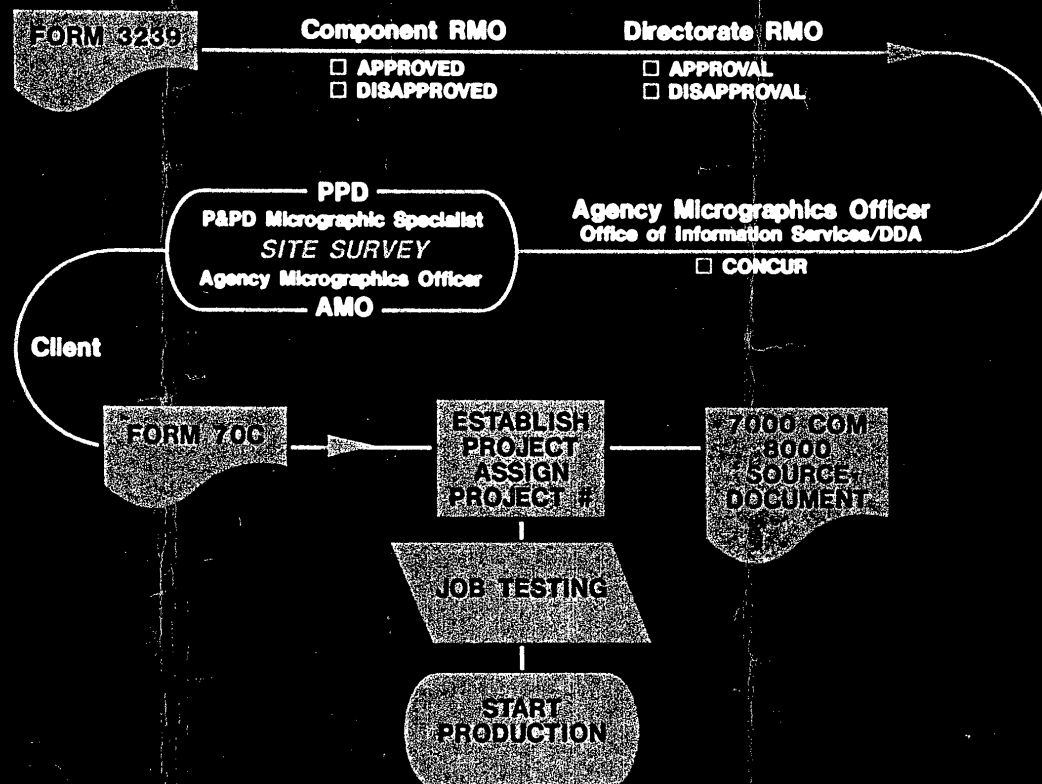
- A. 3239 "Microfilming Proposal for Evaluation"
- B. "Agency Micrographics Program Questionnaire"
- C. Is other information needed?

V. MODIFICATIONS TO CURRENT SYSTEM

- A. Where feasible, production supervisors included on surveys during next 6 months.
- B. Survey pre-meetings held at Wednesday meetings
- C. 3239 and Questionnaire provided to supervisor for capacity/turnaround estimates.
- D. P&PD response to AMO (capacity, estimated turnaround, job number) prior to AMO response.

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Microfilm Project Approval Process



CLASSIFICATION

MICROFILMING PROPOSAL FOR EVALUATION

CUSTODIAN		COMPONENT	ROOM NO.	EXTENSION	DATE
RECORD DESCRIPTION					
FILE IDENTIFICATION (include title, description, inclusive dates) AND COMPOSITION (letter documents, legal documents, cards, etc.)					
IS FILE ON RECORDS CONTROL SCHEDULE		SCHEDULE NO.	ITEM NO.	RETENTION PERIOD OF FILE	LOCATION OF FILE
<input type="checkbox"/> YES <input type="checkbox"/> NO				HEADQUARTERS	REC. CTR. (Hqs/Rec Ctr.)
SIZE OF FILE TO BE FILMED (lin ft)	EST. NO. OF DOCUMENTS/CARDS/ETC IN FILE	EST. ANNUAL GROWTH OF FILE (lin ft)	FILE ARRANGEMENT		
			<input type="checkbox"/> ALPHABETIC <input type="checkbox"/> NUMERIC		
			<input type="checkbox"/> CHRONO <input type="checkbox"/> OTHER (specify)		
FILE CLASSIFICATION AND SENSITIVITY	COMMENT				
RETRIEVAL					
IS FILE ACTIVE	FILE USED BY (give location)		NUMBER OF USERS		
<input type="checkbox"/> YES <input type="checkbox"/> NO					
FREQUENCY OF REFERENCE (day, week, month)	COMMENT				
RETRIEVAL URGENCY					
<input type="checkbox"/> IMMEDIATE <input type="checkbox"/> WITHIN HOUR <input type="checkbox"/> WITHIN DAY <input type="checkbox"/> OTHER (specify)					
PURPOSE OF MICROFILMING					
INDICATE ORDER OF IMPORTANCE BY 1, 2, 3, ETC.				DISPOSITION OF HARD COPY AFTER FILMING	
<input type="checkbox"/> FASTER RETRIEVAL	<input type="checkbox"/> MAINTAIN FILE INTEGRITY	<input type="checkbox"/> RETAIN <input type="checkbox"/> DESTROY			
<input type="checkbox"/> REDUCE STORAGE	<input type="checkbox"/> VITAL RECORDS				
<input type="checkbox"/> PRESERVE DETERIORATING RECORDS	<input type="checkbox"/> OTHER (Specify)				
<input type="checkbox"/> MULTIPLE COPY DISTRIBUTION					
COMMENT					
REVIEWS AND CONCURRENCES					
COMPONENT RMO		DATE	CONTROL NUMBER (Cite number on Form 70)		
DIRECTORATE RMO		DATE			
AGENCY MICROGRAPHICS OFFICER		DATE			

FORM 3239 OBSOLETE PREVIOUS EDITIONS
2-75

CLASSIFICATION

Agency Micrographics Program Questionnaire

1. Existing microfilm project number assigned by P&PD,O/L: _____

2. Contact if other than file custodian:

Name:		Position Title:
Directorate:	Office:	Division:
Room Number:	Bldg:	Extension:

3. Office of Primary Interest number (OPI): _____

4. Project Title or File Identification: _____

5. Job Characteristics:

- a) Desired job turnaround time in P&PD: _____ days
- b) Average number of pages per job _____.
- c) Frequency of job submission _____ daily _____ weekly
_____ monthly _____ other.

6. Filming Format: Film size: 16mm _____ 35mm _____
Microfiche _____

7. Number and type of duplicate copies:

- a) Silver dupe(s) _____ b) Diazo dupe(s) _____

8. Quantity of documents remaining to be microfilmed:

- a) Linear feet: _____
- b) Estimated number of pages per foot: _____
- c) Document type (size of cards, 8.5x11'', 8.5x14'', etc.): _____

9. Equipment presently available at your location (number and type):

Microfilm Camera (planetary, rotary, rotoline,
etc.) _____

Microfilm Reader: Roll _____ Cartridge _____ Microfiche _____
35mm _____

Microfilm Reader/Printer _____ Roll _____ Cartridge _____
Microfiche _____ 35mm _____

EDP Equipment _____

Power file _____

Duplicators/Copiers _____

Other types of microfilm equipment _____

10. Number of personnel using microfilm: _____
11. Is microfilm used for archival storage purposes only:
Yes _____ No _____
12. Comments or recommendations related to the micrographic services provided by Printing & Photography Division/Office of Logistics.
